

HEALTH MAINTENANCE ORGANIZATIONS

COMPANY NAME: _____ NAIC Company Code: _____

Contact: _____ Telephone: _____

REQUIRED FILINGS IN THE STATE OF: MASSACHUSETTS Filings Made During the Year 2023

| (1) Checklist | (2) Line # | (3) REQUIRED FILINGS FOR THE ABOVE STATE | (4) NUMBER OF COPIES* | | | (5) DUE DATE | (6) FORM SOURCE** | (7) APPLICABLE NOTES |
|------------------|---------------|---|--------------------------|------|---------|------------------------------|-------------------------|----------------------------|
| | | | Domestic | | Foreign | | | |
| | | | State | NAIC | State | | | |
| | | I. NAIC FINANCIAL STATEMENTS | | | | | | |
| | 1 | Annual Statement (8 1/2"x14") | EO | EO | EO | 3/1 | NAIC | |
| | 1.1 | Printed Investment Schedule detail (Pages E01-E29) | EO | EO | EO | 3/1 | NAIC | |
| | 2 | Quarterly Financial Statement (8 1/2" x 14") | EO | EO | EO | 5/15, 8/15, 11/15 | NAIC | |
| | | II. NAIC SUPPLEMENTS | | | | | | |
| | 11 | Accident & Health Policy Experience Exhibit | EO | EO | EO | 4/1 | NAIC | |
| | 12 | Actuarial Opinion | EO | EO | EO | 3/1 | Company | |
| | 13 | Life Supplemental Data due March 1 | EO | EO | EO | 3/1 | NAIC | |
| | 14 | Life Supplemental Data due April 1 | EO | EO | EO | 4/1 | NAIC | |
| | 15 | Life Supp Statement non-guaranteed elements – Exh 5, Int. #3 | EO | EO | EO | 3/1 | Company | |
| | 16 | Life Supp Statement on par/non-par policies – Exh 5 Int. 1&2 | EO | EO | EO | 3/1 | Company | |
| | 17 | Life, Health & Annuity Guaranty Association Assessable Premium Exhibit, Parts 1 and 2 | EO | EO | EO | 4/1 | NAIC | |
| | 18 | Long-Term Care Experience Reporting Forms | EO | EO | EO | 4/1 | NAIC | |
| | 19 | Management Discussion & Analysis | EO | EO | EO | 4/1 | Company | |
| | 20 | Medicare Part D Coverage Supplement | EO | EO | EO | 3/1, 5/15, 8/15, 11/15 | NAIC | |
| | 21 | Medicare Supplement Insurance Experience Exhibit | EO | EO | EO | 3/1 | NAIC | |
| | 22 | Risk-Based Capital Report | EO | EO | EO | 3/1 | NAIC | |
| | 23 | Schedule SIS | EO | N/A | N/A | 3/1 | NAIC | |
| | 24 | Supplemental Compensation Exhibit | EO | N/A | N/A | 3/1 | NAIC | See Note 1 |
| | 25 | Supplemental Health Care Exhibit (Parts 1, 2 and 3) | EO | EO | EO | 4/1 | NAIC | |
| | 26 | Supplemental Health Care Exhibit's Allocation Report | EO | EO | EO | 4/1 | NAIC | |
| | 27 | Supplemental Investment Risk Interrogatories | EO | EO | EO | 4/1 | NAIC | |
| | | III. ELECTRONIC FILING REQUIREMENTS | | | | | | |
| | 61 | Annual Statement Electronic Filing | xxx | EO | xxx | 3/1 | NAIC | |
| | 62 | March .PDF Filing | xxx | EO | xxx | 3/1 | NAIC | |
| | 63 | Risk-Based Capital Electronic Filing | xxx | EO | N/A | 3/1 | NAIC | |
| | 64 | Risk-Based Capital .PDF Filing | xxx | EO | N/A | 3/1 | NAIC | |
| | 65 | Supplemental Electronic Filing | xxx | EO | xxx | 4/1 | NAIC | |
| | 66 | Supplemental .PDF Filing | xxx | EO | xxx | 4/1 | NAIC | |
| | 67 | Quarterly Statement Electronic Filing | xxx | EO | xxx | 5/15, 8/15, 11/15 | NAIC | |
| | 68 | Quarterly .PDF Filing | xxx | EO | xxx | 5/15, 8/15, 11/15 | NAIC | |
| | 69 | June .PDF Filing | xxx | EO | xxx | 6/1 | NAIC | |
| | | IV. AUDIT/INTERNAL CONTROL RELATED REPORTS | | | | | | |
| | 81 | Accountants Letter of Qualifications | EO | EO | EO | 6/1 | Company | |
| | 82 | Audited Financial Reports | EO | EO | EO | 6/1 | Company | |
| | 83 | Audited Financial Reports Exemption Affidavit | EO | N/A | EO | 6/1 | Company | |
| | 84 | Communication of Internal Control Related Matters Noted in Audit | EO | EO | EO | 8/1 | Company | |
| | 85 | Independent CPA (change) | EO | N/A | EO | 6/1 | Company | |
| | 86 | Management's Report of Internal Control Over Financial Reporting | EO | N/A | EO | 8/1 | Company | |

| (1) Checklist | (2) Line # | (3) REQUIRED FILINGS FOR THE ABOVE STATE | (4) NUMBER OF COPIES* | | | (5) DUE DATE | (6) FORM SOURCE** | (7) APPLICABLE NOTES |
|------------------|---------------|--|--------------------------|------|---------|-----------------|-------------------------|----------------------------|
| | | | Domestic | | Foreign | | | |
| | | | State | NAIC | State | | | |
| | 87 | Notification of Adverse Financial Condition | EO | N/A | EO | 6/1 | Company | |
| | 88 | Relief from the five-year rotation requirement for lead audit partner | EO | EO | EO | 3/1 | Company | |
| | 89 | Relief from the one-year cooling off period for independent CPA | EO | EO | EO | 3/1 | Company | |
| | 90 | Relief from the Requirements for Audit Committees | EO | EO | EO | 3/1 | Company | |
| | 91 | Request for Exemption to File Management's Report of Internal Control Over Financial Reporting | EO | N/A | EO | 3/1 | Company | |
| | | | | | | | | |
| | | V. STATE REQUIRED FILINGS | | | | | | |
| | 101 | Corporate Governance Annual Disclosure*** | EO | 0 | 0 | 6/1 | Company | |
| | 102 | Filings Checklist (with Column 1 completed) | EO | 0 | EO | | State | |
| | 103 | Form B-Holding Company Registration Statement | EO | 0 | EO | 7/1 | Company | See Note 7 |
| | 104 | Form F-Enterprise Risk Report **** | EO | 0 | 0 | 7/1 | Company | See Note 7 |
| | 105 | ORSA ***** | EO (If req'd) | 0 | 0 | | Company | See Notes & Instruction O |
| | 106 | Premium Tax | @ @ @ | 0 | @ @ @ | | State | See Note 2 |
| | 107 | State Filing Fees | 0 | 0 | 1 | 3/1, 7/1 | State | See Note 3 |
| | 108 | Signed Jurat | xxx | 0 | 0 | | NAIC | See Note 8 |
| | 109 | Group Capital Calculation (File with lead state only) | EO | 0 | EO | | NAIC | See Note 10 |
| | 110 | Claims in Suit | EO | 0 | EO | 3/1 | Company | See Note 4 |
| | 111 | HMO License Renewal Application | EO | 0 | EO | 7/1 | Company | See Note 3 |

- * If XXX appears in this column, this state does not require this filing, if a copy is filed with the state of domicile and if the data is filed electronically with the NAIC.
- * If N/A appears in this column, the filing is required with the domiciliary state.
- * If EO appears in this column, electronic only filing.
- * If @ @ @ appears in this column, refer to the 2022 Filing Checklist Notes.

**If Form Source is NAIC, the form should be obtained from the appropriate vendor.

***For those states that have adopted the NAIC Corporate Governance Annual Disclosure Model Act, an annual disclosure is required of all insurers or insurance groups by June 1. The Corporate Governance Annual Disclosure is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm.

****For those states that have adopted the NAIC updated Holding Company Model Act, a Form F filing is required annually by holding company groups. Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm.

*****For those states that have adopted the NAIC Risk Management and Own Risk and Solvency Assessment Model Act, a summary report is required annually by insurers and insurance groups above a specified premium threshold. The ORSA Summary Report is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm.

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| | | NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS) | |
| | A | Required Filings Contact Person: | Financial Surveillance / Company Licensing Companies.mailbox@mass.gov or telephone: 617-521-7794 |
| | B | Filing Email: Mailing Address: | Companies.mailbox@mass.gov Commonwealth of Massachusetts Division of Insurance Company Licensing Section 1000 Washington Street, Suite 810 Boston, MA 02118-6200 |
| | C | Mailing Address for Filing Fees: | Massachusetts Division of Insurance Annual Filing Fee / Company License Renewal PO Box 370039 Boston, MA 02241-0739 |
| | D | Premium Tax Payments: | Commissioner of Revenue Please refer to DOR website for filing instruction Telephone: (617) 887-6367 |
| | E | Delivery Instructions: | The Massachusetts Division of Insurance requires that the Annual Statement be received on or before March 1, 2023 . All schedules due on that date must be file electronically to Companies.mailbox@mass.gov |
| | F | Late Filings: | Massachusetts General Laws, Chapter 176O, Section 8 states that “a carrier neglecting to make and file its Annual Statement or the materials required by the Commissioner to be filed with the Division under this Chapter or under Chapter 176G in the form and within the time required thereby shall be fined \$5,000 for each day during which such neglect continues after being notified by the Commissioner of such neglect, and, after notice and a hearing by the Commissioner to that effect, its authority to do new business shall cease while such neglect continues”. |
| | G | Original Signatures: | Original notarized signatures of at least two principal officers of the company. Please refer to Massachusetts Bulletin 2020-24 and 2021-13 for guidance on electronic signatures and notarization in light of Covid-19. https://www.mass.gov/doc/bulletin-2020-24-continued-flexibility-in-compliance-with-regulatory-filing-requirements-issued/download https://www.mass.gov/doc/bulletin-2021-13-use-of-electronic-transactions-and-communications-when-making-certain-regulatory-filings-issued-october-6-2021-0/download |

| | | | |
|--|---|---|--|
| | H | Signature/Notarization/Certification: | <p>Annual Statements must be subscribed and sworn before a notary by at least two principal officers of the company.</p> <p>Please refer to Massachusetts Bulletin 2020-24 and 2021-13 for guidance on electronic signatures and notarization in light of Covid-19.</p> <p>https://www.mass.gov/doc/bulletin-2020-24-continued-flexibility-in-compliance-with-regulatory-filing-requirements-issued/download</p> <p>https://www.mass.gov/doc/bulletin-2021-13-use-of-electronic-transactions-and-communications-when-making-certain-regulatory-filings-issued-october-6-2021-0/download</p> |
| | I | Amended Filings: | |
| | J | Exceptions from normal filings: | |
| | K | Bar Codes (State or NAIC): | Please follow the instructions in the NAIC Annual Statement Instructions. |
| | L | Signed Jurat: | <p>In lieu of printed copies of annual statements, Massachusetts requires foreign property and casualty insurers to file a signed Jurat page.</p> <p>Please refer to Massachusetts Bulletin 2020-24 and 2021-13 for guidance on electronic signatures and notarization in light of Covid-19.</p> <p>https://www.mass.gov/doc/bulletin-2020-24-continued-flexibility-in-compliance-with-regulatory-filing-requirements-issued/download</p> <p>https://www.mass.gov/doc/bulletin-2021-13-use-of-electronic-transactions-and-communications-when-making-certain-regulatory-filings-issued-october-6-2021-0/download</p> |
| | M | NONE Filings: | |
| | N | Filings new, discontinued or modified materially since last year: | <ul style="list-style-type: none"> • #109 Group Capital Calculation (File with lead state only) |
| | O | ORSA Filings: | To be filed if Massachusetts is the Lead State. |

**General Instructions
For Companies to Use Checklist**

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will not be sending their own checklist this year.

Electronic Filing is intended to be filing(s) submitted to the NAIC via the NAIC Internet Filing Site which eliminates the need for a company to submit diskettes or CD-ROM to the NAIC. Companies are not required to file hard copy filings with the NAIC.

Column (1) Checklist

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when submitting information to the state.

Column (2) Line #

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) Required Filings

Name of item or form to be filed.

The ***Annual Statement Electronic Filing*** includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investment schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The ***March.PDF Filing*** is the .pdf file for annual statement data, detail for investment schedules and supplements due March 1.

The ***Risk-Based Capital Electronic Filing*** includes all risk-based capital data.

The ***Risk-Based Capital.PDF Filing*** is the .pdf file for risk-based capital data.

The ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions*.

The ***Supplemental.PDF Filing*** is the .pdf file for all supplemental schedules and exhibits due April 1.

The ***Quarterly Electronic Filing*** includes the complete quarterly filing and the PDF files for all quarterly data.

The ***Quarterly.PDF Filing*** is the .pdf file for quarterly statement data.

The ***June.PDF Filing*** is the .pdf file for the Audited Financial Statements and Accountants Letter of Qualifications.

Column (4) Number of Copies

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (EX4) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX4) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and have chosen to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

Column (5) Due Date

Indicates the date on which the company must file the form.

Column (6) Form Source

This column contains one of three words: “NAIC,” “State,” or “Company.” If this column contains “NAIC,” the company must obtain the forms from the appropriate vendor. If this column contains “State,” the state will provide the forms with the filing instructions (generally, on the state web site). If this column contains “Company,” the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) Applicable Notes

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.